

Program 1349-M
Specifications by SJ
Reviewed by dc
Issue Date: August 1, 2000

U.S. GOVERNMENT PRINTING OFFICE
RAPID RESPONSE CENTER
WASHINGTON NAVY YARD, BLDG. 136
WASHINGTON, DC 20403

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Multiple-part Sets (Carbonless Paper)

as requisitioned from the U.S. Government Printing Office (GPO) by the

Various Government Departments and Agencies

Multiple Award

The term of this contract is for the period

beginning October 1, 2000 and ending September 30, 2001

BID OPENING: September 15, 2000.

Bids shall be publicly opened at 10:00am., prevailing Washington, D.C. time.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 125-mile radius of zero milestone Washington, D.C.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

IRS PALLETS: REVISED PALLET SPECIFICATIONS AND INSTRUCTIONS FOR CARTON AND PACKING LABELS - SEE ATTACHMENTS. 1 through 3.

For information of a technical nature call Sue Jones (202) 755-9871 (No collect calls).

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 5-99)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised April 1996)).

The solicitation provision in GPO Contract Terms (Pub 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. Facsimile bids transmitted to GPO offices will be not considered.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level IV.
- (b) Finishing (item related) Attributes -- Level IV.

Inspection Levels (from MIL-STD-105):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Film/Camera Copy
P-9. Solid and Screen Tint Color Match	Pantone Matching
System	

WARRANTY: The provisions of article 15, "Warranty", of Contract Clauses in GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 5-99)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

RECLAIMED, RECOVERED, AND RECYCLED MATERIALS: In performance of any contract resulting from this solicitation, the use of reclaimed, recovered, and recycled materials in any percentage is not only permitted, but encouraged, provided that all specification requirements are met.

PAYMENT: Submit all vouchers to: Comptroller, U.S. Government Printing Office, North Capitol and H Streets, N.W., Washington, D.C. 20401.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from October 1, 2000 through September 30, 2001. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

QUANTITIES: This contract is for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

When deliveries are subject to a charge (such as "Inside Delivery") pursuant to regularly published tariffs duly filed with the Federal and/or State regulatory bodies governing the carrier. Such separate charges shall be listed on the contractor's voucher and will be paid for at actual cost.

Subject to any limitations elsewhere in this contract, and pursuant to the section entitled "DETERMINATION OF AWARD AND PLACEMENT OF WORK." the low contractor and each successive low contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract, except when the shipping/delivery schedule cannot be met.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of multiple-part carbonless paper sets and pads requiring such operations as film making, composition, printing, cutting, drilling, perforating, padding, packing, and delivery.

TITLE: Multiple-part Sets (Carbonless Paper).

FREQUENCY OF ORDERS: Approximately 15 orders per month. Orders will be placed daily; however, there may be days when no orders will be placed.

QUANTITY: Since the volume of sets which will be procured under this contract cannot be determined, no guarantee can be made as to the quantity which will be ordered, however, it is anticipated that quantities may range as follows:

1 part (cut sheet forms): Approximately 2,000 to 200,000 copies per order.

2 through 6 part sets: Approximately 200 to 300,000 sets per order.

Occasionally quantities may exceed these anticipated ranges.

QUANTITY VARIATION ALLOWED: Unless otherwise specified on the print order, plus or minus 1% variation will be allowed for cut sheet forms and 10% variation will be allowed on multiple part sets, not to exceed 25,000 forms or sets, as ordered. Shipping instructions for any overs will be indicated on the print order.

TRIM SIZES: Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

Format "A": up to and including 216 x 140mm (8-1/2 x 5-1/2").

Format "B": Over 216 x 140mm (8-1/2 x 5-1/2"), up to and including
216 x 279mm (8-1/2 x 11").

Format "C": Over 216 x 279mm (8-1/2 x 11"), up to and including
216 x 355mm (8-1/2 x 14").

GOVERNMENT TO FURNISH:

Camera copy consisting of line art, reprint copy, or repro proofs, to be reproduced same size or at various focuses. Occasionally camera copy with overlays.

Typewritten manuscript copy or copy with line changes.

Film negatives.

GPO Form 892 proof label.

Preadressed, postage and fees paid, gummed or ungummed, approximately 5 x 3" labels.

One reproduction proof image size 200 x 156mm (7-7/8 x 6-1/8") for shipping container labels.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

PROOFS: Page and Revised Page Proofs: Proofs must be uniform in size and contain a single page to a sheet. Tables must be completely ruled.

FILMS: The contractor must make all films required. Films may be opaqued on either the emulsion or non-emulsion side. Tone values for overlays will be specified on the print order.

STOCK: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

The paper to be used will be indicated on each print order.

White and Colored Chemical Transfer Bond, CB & CF, basis weight 49-57 gsm, basis size, 432 x 558mm (17 x 22", 13-15lbs. per 500 sheets).

White and Colored Chemical Transfer Bond, CFB, basis weight 49-64 gsm, basis size, 432 x 558mm (17 x 22", 13-17lbs. per 500 sheets).

White and Buff Chemical Transfer Tag CF, basis size 432 x 558mm (17 x 22"), 7-1/2 point.

DUE TO THE SENSITIVITY OF THE END PRODUCT, IMAGE TRANSFER MUST BE GOOD, SHARP QUALITY AND SAME CONSISTENCY THROUGHOUT, ON ALL PARTS. Blue or black image at the option of the agency.

PRINTING: Print as specified on the individual print order. Various styles, such as head-to-head, head-to-foot, head-to-side. Approximately 90% of the orders print in black ink and approximately 10% in a color other than black.

All orders will print in a single ink color. Match Pantone number as indicated on the print order. Forms must print on the proper side of the stocks to insure transfer of the image, when filled in.

The forms printed under these specifications will be used in multiples or sets, therefore all forms printed on each individual order must align accurately when used in conjunction with each other.

Copy designation (part-to part changes, consisting usually of one line but occasionally two or three), may be ordered printed as part of the base form or printed in red ink.

NUMBERING: Forms may be consecutively numbered (maximum 7 digits each).

One serial number per form depth is allowed starting from any given number. Number shall appear in the same position on each numbered part. Number may print in the base ink or another color at the option of the contractor. Crash or carbon numbering is acceptable; must be clear and legible on all parts. List missing numbers.

MARGINS: Margins will be as indicated on the print order or furnished copy.

BINDING: Bind as indicated on the print order.

Two through six-part sets are to be held together at the top, left, or right, as specified, edge by "edge bonding" using a special adhesive made for this purpose that will hold the individual parts of a set together during fill-in and normal handling, but which allows ready separation of the parts without damage to the parts.

One part (cut sheet forms) will generally be ordered padded, however, an occasional order may require banding or shrink film wrapping loose forms, in specified quantities.

Padding: Pad on the top, left or right, as specified, with or without backboards as ordered. Backboards when specified must be 0.020" thick chipboard, newsboard, or equal. Adhesive used in padding must permit the following:

Two to six part sets: Easy separations of individual sets without damage to the sets.

One part sets (cut sheet form): Ready separation of any form: provide sufficient strength so as to guarantee forms will remain in groups when in use after separation from the pad without falling apart under normal handling; and permit ready separation of the detached parts without damage to the parts.

Pad in quantities (leaves) specified, from 25 to 150 leaves per pad.

Drilling: Orders may require drilling up to seven round holes, 4 to 13 mm (5/32" to 1/2") in diameter. Number of holes and size to be specified on the print order.

PACKING: Pack in quantities as specified on the print order. Various methods of packing may be ordered, as follows:

Band with a strip of heavy kraft paper 3" in width, around the short dimension.

Shrink-film wrap.

Pack in shipping containers of 20.4kg (45 lbs. capacity). Each mailing container must not exceed 18.1kg (40 lbs).

Pallets are required.

SEE ATTACHMENTS 1 through 3 FOR IRS ORDERS.

Packing List: Each shipment except envelopes/packages that are mailed, shall contain a packing list showing the following data:

- (1) Name and address of consignor.
- (2) Name and address of consignee.
- (3) Requisition, program, print order, and GPO jacket numbers:
- (4) Bill of lading number if any:
- (5) Description of the material shipped, including:
 - (a) publication number and title, if applicable, and date;
 - (b) quantity per container and total quantity;
 - (c) total number of containers;
 - (d) total number of pallets.

Each packing list must be sealed in a waterproof envelope, secured to the outside of the container on the upper left front of the pallet and in the case of truckload shipments be placed near the tailgate of the trailer.

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers. SEE ATTACHMENT 2 FOR IRS ORDERS.

Affix a label to each unit of mail packaged in cushioned shipping bags, shipping bundles and containers.

On some orders the contractor may be required to print labels on a color of paper, other than white, or with a color of ink other than black, as indicated on the print order, or otherwise.

Some orders may require contractor to include stock and control numbers on labels as indicated on print order or otherwise.

QUALITY ASSURANCE SAMPLES: In addition to the Departmental Quality Copies, the contractor may be required to submit quality assurance samples for inspection and testing for compliance to the product specifications. The print order/specifications will indicate the number of samples required, if any, and the method of selection to be used. The contractor will be required to execute a statement furnished by GPO certifying that samples were selected as directed. These samples will be paid for at the running rate quoted in the contractor's bid and their cost will not be a consideration for award. A copy of the print order/specifications must be included with the samples. Business Reply Mail labels will be furnished for mailing the quality assurance samples. The samples are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

DISTRIBUTION:

All shipments to address within a 60-mile radius of zero milestone, Washington, D.C., are f.o.b. destination. All other shipments are f.o.b. contractor's city.

Inside delivery when required on print order. All charges to the Government.

Complete addresses and quantities will be furnished with the print order.

Upon completion of each order, all furnished material must be returned to the address stated on the print order within 5 workdays.

All expenses incidental to returning materials, furnishing sample copies must be borne by the contractor.

The contractor is cautioned that "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

A single shipment or several shipments totaling 54.4kg (120 lbs.) or less scheduled for shipment on the same day to a single destination are to be mailed by reimbursable parcel post unless otherwise instructed.

A single shipment or several shipments over 54.4kg (120 lbs.) scheduled for shipment on the same day to a single destination are to be shipped by reimbursable prepaid commercial bill of lading unless otherwise instructed.

SCHEDULE: Adherence to the schedule on the individual print order must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511-D).

Contractor will be required to pickup print order, copy, and furnished material at: U.S. Government Printing Office, Rapid Response Center, Washington Navy Yard, Bldg. 136, Washington, D.C. 20403.

Schedule will be established for each order. Most orders must be completed and shipping within 5 to 9 workdays after notification of availability of furnished material. Occasionally an order must be completed and shipped within 3 workdays. The schedule begins the workday after notification of the availability of print order and furnished material.

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination(s) specified.

Failure to comply with required Delivery/Ship dates may result in withholding further orders.

When deliveries are consigned to address within a 60-mile radius of zero milestone, Washington, D.C., and/or within the commercial zone of the municipality in which the shipment originates (as defined by the Interstate Commerce Commission), the scheduled date indicated on the print order must be accepted as the date delivery is made to the destination and not the date of delivery to a common or other carrier.

Unscheduled material such as shipping instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3.- DETERMINATION OF AWARD AND PLACEMENT OF WORK

The Government will make multiple awards under this solicitation since it is anticipated that one firm may not be able to meet all of the requirements.

In order to make multiple awards and to determine the sequence of bidders, the Government will apply the prices offered by each bidder in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as a guarantee of the volume of work which may be ordered for a like period of time.

In placing work, the Government will first communicate with the low contractor to determine whether or not at that time one or more orders for specified quantities can be accepted for shipment within the time required by the Government. The Government will be obligated to place each order with the low contractor first, the next low contractor second, and so on until the order has been accepted. Placement of orders shall be made only with those contractors whose prices are determined to be fair and reasonable. The low contractor and each successive next low contractor shall be obligated to accept the order except when the shipping schedule cannot be met. Contractors refusing to accept orders with the requested ship date shall be required to provide the best date that can be met. When the contractor accepts, a formal print order will be issued.

Due to the urgency of the work, orders will be placed by telephone and the contractor must reply within 30 minutes whether or not the order can be accepted.

Any contractor's position in the sequence of awards may be jeopardized by consistently refusing work of one type and accepting work of another. When such an instance is found, the contractor involved will be notified and unless prompt adjustment in order acceptance is made to maintain the lowest cost to the Government, the contractor may be disqualified from further participation under this contract.

Notwithstanding any sequence of contractors established as a result of the Determination of Award, the Government reserves the right, without limitation, to establish a specific sequence of contractors for any or all print orders to be issued under this contract, by abstracting the contract prices of each contractor against actual print orders to be issued and adding any applicable costs to the Government for transportation of the finished product to all destinations. In the event a specific sequence is established, such sequence of contractors shall control the order in which the print order(s) is offered. The determination to establish a specific sequence or sequences shall not be cause for an adjustment in the contract price or any other term or condition of the contract.

Exception: Noncompliance with the shipping and/or delivery schedule, or any other term, condition, or specification of this contract will be cause, and the GPO reserves the right, to withhold further orders until the contractor is judged by the Government to have established adequate procedures to fulfill the requirements.

PREMIUM PAYMENTS: Orders requiring a production schedule of three to five workdays will be offered and paid for at the premium rate in accordance with the contractor's quoted percentage in the "Schedule of Prices".

All other orders will be offered with the required schedule and paid for at the basic prices quoted.

Percentages quoted for premium priced work are additional to the basic prices quoted for units of work. Premium payments, when authorized, will apply to all items except Item II. "Paper" in the "Schedule of Prices".

When premium payment is authorized the print order will be abstracted, and the order will be placed with the contractor whose price proves the lowest.

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his voucher.

The following item designations correspond to those listed in the "Schedule of Prices".

		(1)	(2)	(3)
I.	1.	(a) 38	173	8
		(b) 2,040	7,220	228
	2.	(a) 2	92	2
		(b) 95	1,223	10

		(1)	(2)	(3)
II.	(a)	6,742	24,948	791
	(b)	2,808	14,992	272
	(c)	4,019	26,594	1,145
	(d)	7,304	17,889	172
	(e)	308	7	0
	(f)	166	2	0

III.	1.	(a) 194
		(b) 16
	2.	2
	3.	113

IV.	(a)	1
	(b)	1
	(c)	1
	(d)	1
	(e)	1
	(f)	1
		(1) (2) (3)
	(g)	
	1. (a)	1 1 1
	2. (b)	1 1 1
	3. (c)	1 1 1

V.	1.	(a) 8,504
		(b) 187
	2.	329
	3.	354
	4.	(a) 2
		(b) 2
	5.	2
	6.	(a) 28,520
		(b) 436
	7.	2
	8.	169
	9.	2
VI.	(a)	142
	(b)	2,298
	(c)	45

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination for all bulk shipments to addresses within a 60-mile radius of zero milestone, Washington, D.C., and f.o.b. contractor's city for all other shipments.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

Fractional parts of 100 will be prorated at the per 100 rate.

Bids for each "Format" shall be for any trim size up to the maximum trim size listed for each of the "Formats", as outlined in Section 2.- Specifications.

All vouchers submitted to the GPO shall be based on the most economical method of production.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

Cost of all required paper must be charged under Item II. Paper.

I. PRINTING AND CUTTING TO SIZE:

NOTE: Additional makereadies may only be charged for changes in forms when multiple-part sets are ordered.

"Format" groups shall be defined as follows:

Format "A": Up to 8-1/2 x 5-1/2".

Format "B": Over 8-1/2 x 5-1/2", up to 8-1/2 x 11".

Format "C": Over 8-1/2 x 11", up to 8-1/2 x 14".

(Initials)

SCHEDULE OF PRICES

Format	Format	Format
"A"	"B"	"C"
(1)	(2)	(3)

Price Per Single Cut Form -

1. Printed one side only:
 - (a) Makeready and
setup charge.....\$_____ \$_____ \$_____
 - (b) Running, per
1,000 copies.....\$_____ \$_____ \$_____

2. Printed two sides:
 - (a) Makeready and
setup charge.....\$_____ \$_____ \$_____
 - (b) Running, per
1,000 copies.....\$_____ \$_____ \$_____

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable "Format" group. The cost of any paper required for makeready or running spoilage must be included in the prices quoted.

<u>Per 100 leaves</u>		
<u>Format A</u>	<u>Format B</u>	<u>Format C</u>
(1)	(2)	(3)

- (a) White Chemical Transfer Bond, CF
or CB, 13-15 lbs.....\$_____ \$_____ \$_____
- (b) Colored Chemical Transfer Bond,
CF or CB, 13-15 lbs.....\$_____ \$_____ \$_____
- (c) White Chemical Transfer Bond,
CFB, 13-17 lbs.....\$_____ \$_____ \$_____
- (d) Colored Chemical Transfer Bond
CFB, 13-17 lbs.....\$_____ \$_____ \$_____
- (e) White Chemical Transfer Tag CF,
7-1/2 pt.....\$_____ \$_____ \$_____
- (f) Buff Chemical Transfer Tag CF,
7-1/2 pt.....\$_____ \$_____ \$_____

(Initials)

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III. FILMS:

One basic charge will be allowed for each color on each printed page or side (face or back) of the product.

No charges will be allowed for films furnished by the Government.

1. Trim-size films:

- (a) Up to 94 square inches.....per film.....\$_____.
- (b) Over 94, up to 119 square inches..per film.....\$_____.
2. Tone films.....per film.....\$_____.
3. Strip-ins (any size).....per strip-in.....\$_____.

IV. COMPOSITION:

- (a) Typelines up to 3" in length.....per line.....\$_____
- (b) Typelines longer than 3".....per line.....\$_____
- (c) Rules (vertical or horizontal any length per line.....\$_____
- (d) Proofs.....per page.....\$_____
- (e) Author's alterations.....per line.....\$_____

A minimum charge of \$10.00 will be allowed for each submission of proofs requiring author's alterations.

- (f) Timework.....per hour.....\$_____
- (g) Page-Rate, including makeready:

	Format A	Format B	Format C
	(1)	(2)	(3)
1. (a) Full-page.....each.....\$_____	\$_____	\$_____	\$_____
2. (b) 1/2-page.....each.....\$_____	\$_____	\$_____	\$_____
3. (c) 1/4-page.....each.....\$_____	\$_____	\$_____	\$_____

When line changes equal 1/4, 1/2 or Full page measure, the lowest price will be used.

(Initials)

V. ADDITIONAL CHARGES:

1. Collating multiple forms into sets
 - (a) Leaves (up to 94 square inches).....per 1,000 leaves..\$ _____
 - (b) Leaves (over 94 square inches).....per 1,000 leaves..\$ _____
2. Padding (assembling leaves into pads,
stacking, gum or gum/crash, and slicing
pads apart):

With backboards.....per 100 pads.....\$ _____
3. Drilling (each run).....per 1,000 leaves.....\$ _____

A charge will be allowed for an additional run when the distance between centers of drilled holes is less than 1-3/8 inches. Four holes will be the maximum for any one run.

4. Perforating or Scoring:
 - (a) Makeready (each perforation
or score).....each line.....\$ _____
 - (b) Running (maximum of 3 lines
per run).....per 1,000 forms.....\$ _____
A running charge will be allowed for each direction
that perforation or scored lines are required.
5. Banding with kraft paper bands.....each band.....\$ _____
6. Shrink-film packaging:
 - (a) Up to 94 square inches.....each package.....\$ _____
 - (b) Over 94, up to 119 square
inches.....each package.....\$ _____
7. Numbering, maximum 7 digits.....per 1,000 sets.....\$ _____
8. Marginal changes.....per change.....\$ _____
9. Plate change.....per plate.....\$ _____

VI. PACKING AND DISTRIBUTION:

- (a) Wrapping and tying shipping
bundles.....each bundle.....\$ _____
- (b) Packing and sealing shipping
containers (up to approximately
45 lbs. capacity).....each container.....\$ _____
- (c) Palletizing.....each pallet.....\$ _____

VII. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items except Item II. "Paper".

- (a) Percentage increase for delivery in 5-4 workdays.....%
- (b) Percentage increase for delivery in 3 workdays or less.....%

(Initials)

BIDDERS NAME AND SIGNATURE: Fill out and return three copies of all pages in "Section 4.- Schedule of Prices", initialing or signing each in the space provided.

Bidder_____

(City - State)

By_____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

ATTACHMENT # 1

Attachment # _____
IRS Requisition # _____ - _____

Packing:

Contractor to furnish all cartons for bulk shipments: Cartons must be corrugated or solid fiber shipping containers, 1380 kPa (200 psi) minimum bursting strength. Bottom flaps may be glued, stapled, or sealed with polyester tape 51 to 76 mm (2 to 3") width, minimum 12kNm (65 lbs./inch) transverse tensile strength). If stapled, cartons must be stapled before packing and without damage to the product. Cartons are to be sealed at the top with 51 to 76 mm (2 to 3") paper or polyester taped (not reinforced). Approximate carton size is 445 x 295 x 230 mm (17-1/2 x 11-1/2 x 9"). Contractor will determine exact dimensions of carton in accordance with folded and/or trim size of the product produced.

Carton Labeling

Cartons used for shipping will require a carton label. Complete and copy the attached shipping label and affix one to each shipping container according to the instructions at the top of the base carton label sheet. Improper, partial, or incorrect labeling may require the vendor to reimburse IRS for time spent correcting the order.

Packing

Pack cartons in ____ stack(s) (____ column(s) of ____ in suitable uniform quantities per carton, with the weight of a fully packed carton between 28 to 32 lbs.

Pallets

Pallets (required for motor freight shipments only) must be type III and must conform with Federal Specifications NN-P-71C, and any amendments thereto except for dimensions (as shown on the following page) and single center stringer. Full entry MUST be on the 40" width. Strict adherence to these dimensions is necessary to accommodate storage requirements of IRS distribution centers. Receipt of incorrect pallets may result in a charge for each incorrect pallet, which will be assessed against the contractor. This charge will cover additional costs incurred by IRS to re-palletize the shipment onto correct pallets. Cartons shall be stacked on pallets with a maximum height of 55" including pallet. Do NOT use metal strapping or pallet caps for securing material on pallets. There must be no more than one partial pallet per destination.

Palletizing:

Cartons shall be stacked on pallets using a reverse layer pattern, usually having 9 cartons per layer, or as appropriate (see following page). Cartons must be fastened securely to the pallet in a manner that will prevent movement during transit but permit ready removal, without damage to the cartons at destinations.

ATTACHMENT # 2

Carton Shipping Instructions

1. All shipping cartons must have the **Carton Shipping Label** affixed on one end (never on top, sides or bottom).
2. If not entered on the camera **copy** by the IRS, the following items must be filled in by the contractor in a **20 Point BOLD** typeface:
 - Carton # _____ of _____ (Small Package Carrier Shipments Only)
 - To (Consignee)
 - Carton Quantity (Number of copies in each carton)
 - GPO Jacket Number (and Program Number and Print Order Number, if applicable)
 - From (Contractor's Name and Address)
3. The label must be reproduced same size in black ink on white paper.

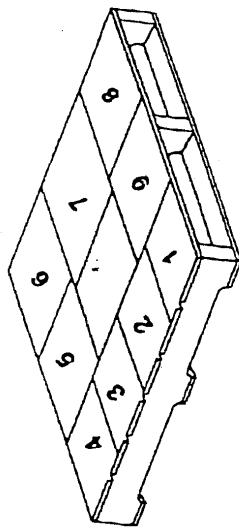
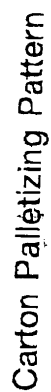
cut here ----- cut here

Carton Shipping Label

Department of the Treasury Internal Revenue Service		Analyst	Phone Number	Carton #	of
From (Contractor's Name and Address)		To (Consignee)			
Catalog Number	Carton Quantity	IRS Req. Number			
GPO Jacket Number	Program Number	Print Order Number			
Item Identification Number and Revision Date					

SINGLE CENTER STRINGER PALLET FOR IRS BULK SHIPMENTS

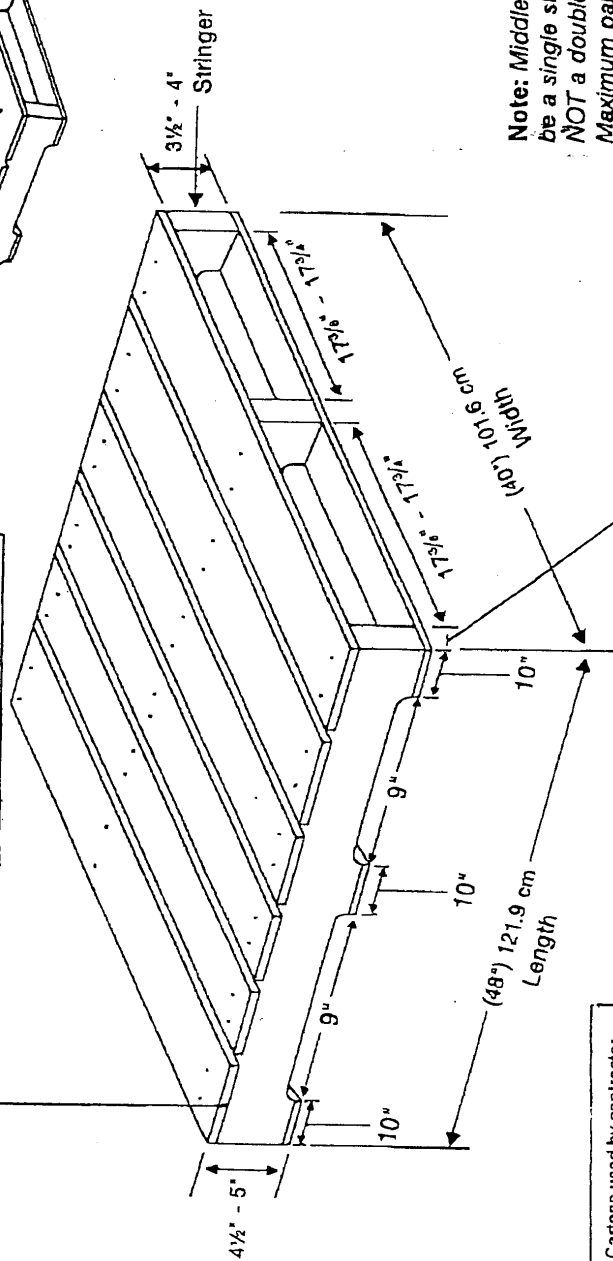
ATTACHMENT # 3



IRS Pallet Specifications

Palletizing is required if a product has at least 24 cartons going to one destination. It is critical that the specifications on this sheet are followed literally to accommodate storage requirements.

Minimum 1/2" top deck board



Note: Middle stringer must be a single stringer and NOT a double stringer. Maximum pallet height NOT to exceed 5'.

1½" min
1¾" max
(width for all 3 stringers)

NOTE: Cartons used by contractor must be of sufficient strength to assure that the cartons on the bottom layer do not collapse from the weight of those cartons on the top.